

How to complete Form I-765 (for OPT 12 months)

- If possible, fill out the I-765 form online and print the completed form, instead of writing by hand so it can be clearly read/understood. Please make sure that you include all 7 pages, even if they are not applicable (such as page 5 or 6) as USCIS requires the complete form to be submitted.
- Do not write in the block at the top of Form I-765.
- Answer all questions fully and accurately. State that an item is not applicable with “N/A.” If the answer is none, write “None.”
- Per USCIS Instructions dated 5/31/2018,
“Post-Completion OPT--(c)(3)(B). File Form I-765 up to 90 days before, but no later than 60 days after, your program end date. Use **Part 6. Additional Information** to provide all previously used SEVIS numbers and evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.
NOTE: You must file your Form I-765 within 30 days of the date that your DSO enters the recommendation for OPT into your SEVIS record. If you fail to do so, we will deny your OPT request.
 1. Type or print legibly in black ink.
 2. If you need extra space to complete any item within this application, use the space provided in **Part 6. Additional Information** or attach a separate sheet of paper. Type or print your name and Alien Registration Number (A-Number) (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.
 3. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, “Provide the name of your current spouse”), type or print “N/A” unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, “How many children do you have” or “How many times have you departed the United States”), type or print “None” unless otherwise directed.”

Part 1. Reason for Applying

Below the block at the top of the form, where it says “I am applying for” mark:

- 1.a. “Initial Permission to accept employment.”

Part 2. Information About You

1. a. FAMILY/LAST NAME,
b. Given/First name
c. Middle name.
Your name should be spelled exactly as it appears on your passport and I-20.
2. Other names used, if applicable.
3. Other names used, if applicable.
4. Other names used, if applicable.
5. **Be sure to list a valid, physical U.S. mailing address (this is where they will be mailing your EAD card). THIS IS VERY IMPORTANT!** Listing an invalid address can cause serious delays in receiving your EAD. You may NOT use a P.O. Box. USPS will not forward mail sent by USCIS. If you are moving within the next 4 months, you should not use your current mailing address; instead, use the address of a trusted friend or relative who is not moving and can receive the EAD for you, or the address of IS:
 - 5.a. In Care of Name: LSU IS Office
 - 5.b. Street Number and Name: 101 Hatcher Hall, LSU,
 - 5.c. (leave blank)
 - 5.d. City or Town: Baton Rouge
 - 5.e. State: LA
 - 5.f. ZIP Code: 70803

6. Check YES if you currently live in the same address that you just gave as your Mailing address for sending the documents in item 5. If you check YES, you do not have to complete Item 7. If you check NO, please complete Item 7.
7. If you checked NO to number 6, please give the address where you currently live. USCIS will not mail documents here, and it is okay if this will change over the course of your application processing. Just use the address where you live today.
8. **FOR STEM OPT Extension only:** You will only have an A-number if you are applying for the STEM OPT Extension, and it would be on the STEM EAD card (called a "USCIS number"). Those applying for OPT can leave this field blank or write "none".
9. **USCIS Online Account number:** Those applying for OPT can leave this field blank or write "none".
10. Gender
11. Current Marital status
12. **Have you previously filed Form I-765?** For most students applying for OPT, the answer is NO if you have never applied for an EAD card before. Only mark YES if you have previously applied for an EAD card from USCIS, this could be from a previous OPT period, a TPS card, etc. but it does not include CPT since there is no EAD issued for CPT; otherwise, mark NO.
13. a. **Do you have a Social Security number already?** Mark Yes or No. If you have worked in the US, such as student worker, graduate assistant or previous work authorization, you would already have a Social Security number (SSN) since that is your number for life.
b. **List your U.S. Social Security number.** If you do not have a U.S. Social Security number or do not remember your number, leave this part blank.
14. **Do you want the SSA to issue you a Social Security Card?** This is a new option that was not on this form before October 2017. If you need a replacement Social Security card even if you already know your past number, you can check "yes" here, or if you have never had a SSN before, you would check yes since you will need a SSN in order to be paid for work in the U.S.
15. **Consent for Disclosure:** This is part of the Social Security questions, and clicking YES allows them to share this form with the Social Security office so that you can be issued a card. If you are not requesting a social security card at this time, check NO.
16. a. b. **Related to Social Security questions,** If you said YES to 14 + 15, then you must fill out 16 + 17 also. If you said NO to 14 + 15, you can skip ahead to #18.
17. a. b. **Related to Social Security questions,** If you said YES to 14 + 15, then you must fill out 16 + 17 also. If you said NO to 14 + 15, you can skip ahead to #18.
18. a. b. **Country (or Countries) of Citizenship/Nationality:** Should match the information on your passport(s).
19. a. b. c. **Place of birth:** Should match the information on your passport.
20. **Date of Birth:** List the month/day/year you were born: Should match the information on your passport.
21. a. List the 11-digit number on your most recent I-94 printout from the Customs and Border Patrol (CBP) page online, or your paper I-94 card if that is the last time that you travelled. If you need to look it up and print it out, please go to: <https://i94.cbp.dhs.gov/i94/#/home> and click "Get Most Recent I-94", then enter the required information.
b. **Passport Number** of your most recently issued passport:
c. Write N/A if you have a passport. For almost everyone, this will be N/A.
d. **Country that issued your Passport** or Travel Document
e. **Expiration date for Passport** or Travel Document

22. **Date of last Arrival to the U.S.** should be on your most recent I-94 printout from the CBP page online, or on your paper I-94 card if that is the last time that you travelled.
23. **Place of last Arrival** should be listed on your most recent Port of Entry stamp in your passport pages, or on the Travel History page of the CBP page online.
24. **Immigration Status at your last Arrival to the U.S.:** If you entered the US last as an F-1 student, list "F-1 student." If you last entered the U.S. as an F-2 spouse or B-2 tourist, enter that information instead.
25. **Your Current Immigration Status:** List "F-1 student" since you should be a current F-1 student in order to apply for OPT.
26. **Student and Exchange Visitor Information System (SEVIS) Number:** Should be listed on your I-20 and starts with N00...
27. **Eligibility Category:** Most commonly, you would be applying for "Post-Completion OPT (OPT to start after you complete your program), so please write: (c) (3) (b). If you are unsure of what to fill in, leave it blank and we will fill it in for you.
28. a. b. c. Leave blank. Do not fill in anything in this section when you are applying for OPT (12 months). This question will be used later if you apply for the STEM Extension (24 months) as a separate application.
29. Leave blank. Do not fill in anything in this section since it does not apply for your OPT category.
30. Leave blank. Do not fill in anything in this section since it does not apply for your OPT category.
31. a. b. Leave blank. Do not fill in anything in this section since it does not apply for your OPT category.

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

1. **Applicant's Statement:** Normally you would be checking the box for 1.a. since you filled out the form yourself. Leave 1.b. blank if you did not use an interpreter to help with the form.
2. Leave blank if you did not use a preparer (such as an attorney) to help with the form.
3. **Fill in your Daytime Telephone number**
4. **Fill in your Mobile Telephone number** (if different than the one listed in #3)
5. **Fill in your Email address**
6. Leave blank since it does not apply for your OPT category.
7. **Applicant's Declaration and Certification:** Carefully read the statement and carefully check to make sure you have properly and completely completed the form. **Sign and date the form in black ink for 7.a. and 7.b.**

Part 4. Interpreter's Contact Information, Certification, and Signature AND

Part 5. Contact Information, Declaration, Certification, and Signature of the Person Preparing this Application, if Other than the Applicant

Leave these parts blank. Draw a diagonal line across this section, as well as the next two pages 5 and 6, and write N/A next to the line since it does not apply for your OPT category. These two sections are only if you are unable to complete the form yourself. If you cannot fill out your own form, you would have someone complete the form on your behalf and read and sign the bottom of the form in the place marked "Signature of Person Preparing Form, If Other Than Above."

Continued on next page...

Part 6. Additional Information

Complete this section **ONLY** if:

- You have been approved for Curricular Practical Training (CPT) in the past
- You have been approved for Optional Practical Training (OPT) in the past
- You have used a different SEVIS ID in F-1 status in the U.S. (for example, you attended school for a while, left the U.S. to take a break from school, and returned with a new I-20, you would have a SEVIS ID from your first period of attendance that is different than your current SEVIS ID).

If you need to complete this section because one or more of these apply to you, please complete item 1.

1. a. **FAMILY/LAST NAME,**
b. **Given/First name**
c. **Middle name.**

Your name should be spelled exactly as it appears on your passport and OPT I-20.

2. **FOR STEM OPT Extension only:** You will only have an A-number if you are applying for the STEM OPT Extension, and it would be on the STEM EAD card (called a "USCIS number"). **Those applying for OPT can leave this field blank or write "none".**

For EACH of the completion reasons listed above, you will need to fill out one box. We suggest using the following information to complete the boxes since these details are required specific to category (c) (3) (b) (per the I-765 instructions, page 4):

3. a. **Page Number** enter "3"
b. **Part Number** enter "2"
c. **Item Number** enter "27"
d. Depending on your background, you would then fill in the following information for part d:

CPT - Please list your CPT approvals. We suggest this format:

CPT Authorizations (as a title to this section)

Employer Name; Start date - End date; Part-time or Full-time; Degree Level (Bachelor's, Masters or PhD). You can find your CPT details on the I-20 that was approved for each period of CPT.

OPT - Please list your past OPT approvals. We suggest this format:

OPT Authorizations (as a title to this section)

Start date - End date; Degree Level (Bachelor's, Masters or PhD).

Previous SEVIS ID Numbers: Please list your other SEVIS ID's you have used in the past.

We suggest this format:

Previous SEVIS ID's (as a title to this section)

SEVIS ID: N00...; Program Start date - Program End date; Degree Level (Bachelor's, Masters or PhD).